



## DEAN CLOSE FOUNDATION



Dean Close Kingham Hill School, is an independent boarding school, an organisation with a distinctive Christian ethos.

The School's Combined Cadet Force, is a busy and engaging unit in the South East region.

We now have the following part-time vacancies:

### **School Staff Instructor (3 days per week with potential for 4 days a week after handover)**

The CCF School Staff Instructor is a key member of the KHS CCF team. The SSI is responsible for the efficient operation of the CCF HQ & administrative support to the Contingent Commander, Head of Sections and other Cadet Force Adult Volunteers (CFAVs) with the aim of producing a fantastic Cadet experience

### **Officer Commanding Army Section (0.5 days per week)**

This role will command, control and administer the Army Section of the CCF Contingent in order that cadets meet the requirements of the CCF Army Section training syllabus.

We would support and encourage applicants applying for both roles with the objective of fulfilling the responsibilities of both. Applicants should be aware that we cannot consider an application unless the standard application form has been filled in completely. Please be aware that your application form should include your full employment history and any previous employer may be approached by the School. Incomplete application forms may be returned.

Further information, including a Job Description and an application form can be found on our website:

[www.kinghamhill.org.uk](http://www.kinghamhill.org.uk) or, contact:

**Human Resources, Dean Close Kingham Hill School**

**Chipping Norton, OX7 6TH Tel: 01608 658999 E-mail: [hr@kinghamhill.org](mailto:hr@kinghamhill.org)**

*DCKHS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection screening, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service. Any employment offer will be subject to the successful completion of these background screening checks.*

<b>Job Title</b>	OC Army, Combined Cadet Force (CCF)
<b>Reporting to</b>	Contingent Commander at Dean Close Kingham Hill School
<b>Department</b>	CCF
<b>Hours of work</b>	Hours to be agreed in line with parade afternoons, training days, camps and related activities.
<b>Start Date</b>	1 <sup>st</sup> September 2025
<b>Location</b>	Dean Close Kingham Hill School

<b>Purpose of Job</b>	To command, control and administer the Army Section of the CCF Contingent in order that cadets meet the requirements of the CCF Army Section training syllabus.
<b>Main Duties and Responsibilities</b>	<p><b>G1 - PERSONNEL</b></p> <ul style="list-style-type: none"> <li> <b>Personal Management.</b> <ul style="list-style-type: none"> <li>Using WESTMINSTER and the KHS Google Shared Drive, maintain accurate records of the Section organisation and the personnel within the Section, to include the recording of qualifications and syllabus progress.</li> <li>Ensuring that sufficiently qualified, current, competent, and trained CFAVs and cadets are available for productive Section training.</li> </ul> </li> <li> <b>Attendance.</b> <ul style="list-style-type: none"> <li>Liaison with the Academic Staff of KHS for the release of cadets to attend Army section activities.</li> <li>Ensure that Reception is aware of Army Section activities and accurate nominal rolls are submitted in sufficient time.</li> <li>In liaison with the SSI ensure that attendance records are accurately reflected on WESTMINSTER.</li> </ul> </li> <li> <b>Personal Governance.</b> Ensuring that the Section CFAVs gain and maintain the necessary personal governance to conduct their Contingent activities. These qualifications are generally annually renewed prior to the Michaelmas term </li> <li> <b>Reporting.</b> Complete reports on all Section cadets meeting the School's deadline for termly reports. If and when necessary, producing annual report on subordinate CFAVs. </li> <li> <b>Promotions.</b> Submit with recommendations to the Contingent Commander promotion recommendations for cadets and CFAVs. </li> <li> <b>Discipline.</b> Overall responsibility for discipline within the Section. Awarding sanctions where necessary and submitting to the Contingent Commander cases for further action. </li> <li> <b>Strike off Strength.</b> Receiving applications and arranging interviews with those wishing to leave the Contingent. Forwarding recommendations to the Contingent Commander and the Deputy Head Co-Curricular (for the selection of a new activity). Assist the SSI with the recovery of uniforms and equipment from cadets and adults leaving the Contingent. </li> </ul>

- **Recruitment.** Arranging representation for the Army recruitment presentations during the first term of recruits' attendance in the Contingent.

### G3 - OPERATIONS

- **Updates.** Be fully conversant of any and all relevant updates to official Cadet Force policy, procedures and syllabi and propagate as necessary to other CCF staff.
- **Directives.** By the start of the Trinity term, produce an annual training directive covering the Section's aim and objectives for the following year.
- **Programmes.** On a routine weekly basis produce training programmes for the Section based on the aims and objectives of the Army Section training directive using Section personnel as trainers and applying to the SSI for training resources.
- **Exercises.** In liaison with the Contingent Commander, arrange exercises in line with the School's routine. Initially this will comprise an overnight exercise during the earlier part of the Michaelmas Term and the Army expedition during the Trinity term. Liaison with the SSI over the provision of resources, particularly transport and ammunition.
- **Courses.** In liaison with the Contingent Commander arranging training courses for cadet and where necessary CFAVs. Initially this will comprise the JNCOs' Cadre held during a weekend in the latter part of the Michaelmas Term.
- **Ranges.** In liaison with the Contingent Commander and the SSI arranging LFMT activity using the indoor range and external ranges. The use of external ranges (Otmoor) will probably occur during the Lent term during a working day; however, the indoor range is constantly available.
- **Camps.** In liaison with the SSI, arranging cadet attendance for the brigade-organised summer camp held during the School's Enrichment Week.
- **Contingent Events.** Under the direction of the Contingent Commander either control or support contingent-level events or Section-activities occurring during Contingent events, for example, the Army Section involvement in the Contingent Biennial Inspection.
- **Camps/Events.** Attend all Army Section, and contingent level, camps and events, excluding small scale e.g. the syllabus overnight expedition

### G4 - RESOURCES

- **Planning.** Planning the resource requirement for training and providing details to the SSI including deadline for provision.
- **Usage.** Ensuring that resources are used and maintained correctly and safely, particularly vehicles, weapons and communication equipment.
- **Security.** Responsible for the security of resources, particularly ammunition, communications equipment, pyrotechnics, compasses, weapons and weapon ancillaries.
- **Recovery.** Ensuring that weapons and equipment are returned to Stores in a clean and serviceable condition. Reporting deficiencies and unserviceability's.

### G7 – TRAINING PREPARATION

- **Qualifications.** Ensuring that CFAVs' and cadet training is developed both in terms of military qualifications and adventure training qualifications.

	<ul style="list-style-type: none"> <li>• <b>Weapon Training and Testing.</b> Maintaining constant coverage of WHTs for all Section CFAVs and cadets for the L98A2 cadet rifle. Other weapons should be covered as and when required, for example, the CSBTR.</li> <li>• <b>Live Fire Marksmanship Training.</b> If qualified, the provision range safety documents (RSDs) for the indoor range while the production of range action safety plans (RASPs); cadet action safety plans (CASPs); and, risk assessments (RA) for the external ranges. Also, liaison with the SSI for service support.</li> <li>• <b>Training Simulation (Blank and Pyrotechnics Use).</b> Plan, organise and conduct training simulation, including the provision of exercise action safety plans (EASPs) and where necessary CASPs and RAs.</li> <li>• <b>Camps.</b> Plan, organise and control the following concerning the attendance at external camps: <ul style="list-style-type: none"> <li>○ The submission of bids for training areas/camps via BAMS.</li> <li>○ Liaison with camp staff and reconnaissance of camp and training area facilities.</li> <li>○ Produce draft training programme.</li> <li>○ Provide the SSI with the requirement for service support.</li> <li>○ Overseeing the administration of the Contingent while at the camp/training area.</li> <li>○ Controlling the recovery from the camp/training area</li> <li>○ Assist with the return of weapons, ammunition and equipment to Stores.</li> </ul> <p>The planning, organisation and control of camps will involve close liaison with the SSI.</p> </li> <li>• <b>Senior Planning Officer.</b> In addition to acting as the SPO for Contingent activities, act in the role to support other contingents.</li> </ul> <p><b>ADDITIONAL DUTIES</b></p> <ul style="list-style-type: none"> <li>• <b>Ammunition Store/Bunker.</b> Act as a key holder for the Ammunition Store/Bunker and as such hold the Cadet Ammunition Storeman qualification.</li> </ul>
<b>Line management duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• This role has no direct reports</li> </ul>
<b>Financial Responsibility</b>	<ul style="list-style-type: none"> <li>• This role holds no financial responsibility.</li> </ul>

Person Specification	
ESSENTIAL	DESIRABLE
<b><u>Qualifications</u></b> <ul style="list-style-type: none"> <li>Before, or within 12 months of, start date hold and remain current with the following Cadet Force qualifications, or Armed Forces equivalent: <ul style="list-style-type: none"> <li>Short/Long Range - (SA (LR) (07) Cadet)</li> <li>Exercise Co-Ordinating Officer - (SA (M) (07) Cadet)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Before, or within 12 months of, start date hold and remain current with the following Cadet Force qualifications, or Armed Forces equivalent: <ul style="list-style-type: none"> <li>Skill At Arms (SAAI)</li> <li>First Aid at Work (Min 18 Hours)</li> </ul> </li> <li>Ideally hold the minimum Cadet Force rank of Lieutenant, or previous service in the Armed Forces.</li> <li>Must also have a desire to gain further qualifications that will benefit the Contingent.</li> </ul>
<b><u>Experience</u></b> <ul style="list-style-type: none"> <li>Must have prior Cadet Force or Armed Forces experience.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of undertaking admin or previously acting in an OC Army section capacity for Cadet/Armed Forces is desirable</li> </ul>
<b><u>Skills</u></b> <ul style="list-style-type: none"> <li>Be loyal, honest, trustworthy and reliable</li> <li>Enthusiastic, highly motivated and well-organised</li> <li>Confident, proactive with a helpful and flexible approach</li> <li>Able to demonstrate initiative and creativity</li> <li>Ability to work well in a team and alone, with minimum supervision, maintaining a professional and enthusiastic approach</li> <li>Ability to communicate effectively with all colleagues</li> <li>Strong desire to improve knowledge</li> </ul>	
<b><u>Personal qualities, attitude, and behaviors</u></b> <ul style="list-style-type: none"> <li>Work towards and support the Dean Close Foundation stones/values of; <ul style="list-style-type: none"> <li>love</li> <li>courage</li> <li>contribution, allowing those around you to flourish.</li> </ul> </li> <li>Demonstrate and develop the following skills: <ul style="list-style-type: none"> <li>Critical Thinking</li> <li>Compassion</li> <li>Creativity</li> <li>Collaboration</li> <li>Communication</li> </ul> </li> <li>Support and contribute to the Foundation's responsibility for safeguarding pupils.</li> <li>Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students, and visitors.</li> <li>Promote equality of opportunity for all students and staff, both current and prospective.</li> </ul>	

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

